

CHECKLIST

**National Community Education Association (NCEA)
Applied Professional Program Leadership Endorsement (APPLE)
Revised June 2005**

Following is a checklist of what needs to be submitted and in what format. Please check each item off the checklist to insure you have completed each item as required. Please include the completed checklist with your application.

- You must use the most current version of the APPLE materials, revised November 2005.

- Enclosed is a check for \$250 payable to the National Community Education Association or payment made by credit card.
 Visa / Master Card Card Number _____
 (please circle) Expiration Date _____

- Completed application form **Tab 1** (must be typed or computer generated, hand written responses are not acceptable).

- Completed resume **Tab 3** (must be typed or computer generated, hand written responses are not acceptable).

- Completed profile of program / agency and community **Tab 4** as described in the "Directions and Requirements".

- Completed case study **Tab 5**

- Completed Supervisor's Assessment **Tab 7** (must be typed or computer generated, hand written responses are acceptable).

- Completed Self Assessment **Tab 8** (must be typed or computer generated, hand written responses are not acceptable).

- Each portfolio and supporting appendix documents must be submitted in an "expanded file folder," (3 ring binders are not acceptable).

- Four copies of your portfolio must be submitted to the NCEA Office by September 15th.
Note: Bring one additional copy to the peer review interview.